

Effective Presentation Skills

This program gives the participants the enhanced skills required to present in front of others effectively and without fear. They will learn the importance of gaining the listener's attention, interest and trust along with the methodology to accomplish this. Practice during the session gives the participants the opportunity to learn in a safe, supportive environment.

Program Content:

Introduction

- Objectives

Preparation

- Research the Audience

Presentation Development

- Goals of the Presentation
- Types of Presentations
- Presentation Structure

Equipment and Environment

- Audiovisual
- Flipcharts
- Environment & Seating

Getting Ready to Present

- Appearance & Body Language
- Voice and Tone

Taking the Fear Out of Presenting

- Breathing and Relaxation Techniques

Making the Presentation

- The Art of Presenting

Post Presentation

- Managing Questions
- Presentation Checklist

Facilitation: 1 day (1 Gold Seal Special Industry Course (SIC) Points)

